

**Employees by Assigned Position Survey
Frequently Asked Questions**

QUESTION: Is the Employees by Assigned Position (EAP) component applicable to all institutions?

ANSWER: YES. The EAP component must be completed annually by all institutions that are eligible for Title IV funding (those that have a Program Participation Agreement (PPA) with the Department of Education).

QUESTION: Are there different versions of the EAP?

ANSWER: NO. There are different sections to the form. Data are collected separately for full- and part-time employees. Also, employees in the medical school are to be reported separately.

QUESTION: What information is collected on EAP?

ANSWER: EAP collects the total number of employees at the institution by full- and part-time status, faculty status, tenure status, and primary function/occupational activity. Medical school employees are to be reported separately.

QUESTION: My institution has a medical school (M.D. program) and a dental school. Do I include all of the employees of these two schools in the medical sections?

ANSWER: NO. Institutions with medical schools and freestanding medical schools that offer postsecondary education as their primary mission are to report medical school personnel in the medical school section(s). Employees in all other health or allied health schools or departments, such as dentistry, veterinary medicine, nursing, dental hygiene, etc., should be reported in the non-medical school section(s).

QUESTION: What are the major changes for EAP from Winter 2002-2003 to Winter 2003-2004?

ANSWER: The following changes have been implemented:

- Ramifications to the screening questions have been added to describe what happens when you answer the questions a certain way.
- Range checks comparing prior year totals to current year totals have been added. (The edits are the same as those used for Fall Staff and Salaries.)

- The three faculty status columns (Tenured, On tenure track, and Not on tenure track/no tenure system) are no longer applicable for the following four primary functions/occupational activities: Technical and paraprofessionals, Clerical and secretarial, Skilled crafts, and Service/Maintenance.
- The medical school pages (full time and part time) of EAP are available to 4-year and above institutions only.

QUESTION: **What is the period of reporting for EAP?**

ANSWER: Institutions should report those persons on the payroll of the institution as of November 1 of the collection year.

QUESTION: **What types of employees should be included in EAP?**

ANSWER: The following types of employees should be included in EAP:

- Faculty on sabbatical leave and persons who are on leave but remain on the payroll.
- Faculty hired to temporarily replace faculty on sabbatical leave or on leave without pay.
- "Visiting" faculty paid by your institution.
- Adjunct faculty employed on a full-time or on a part-time basis in the primary occupation for which they were hired.
- Employees at off-campus centers associated with the campus covered by this report. (Does not include employees who work at branch campuses located in a foreign country.)

QUESTION: **What types of employees should NOT be included in EAP?**

ANSWER: The following types of employees should NOT be included in EAP:

- Employees on leave without pay.
- Persons in the military or religious orders who are not paid by your institution.
- Persons whose services are contracted by or donated to the institution.
- Casual employees (hired on an ad-hoc or occasional basis to meet short-term needs).
- Students in the College Work-Study Program.
- Employees who work strictly in hospitals associated with medical schools.

QUESTION: **Are there codes and/or categories used to assist in the assignment of employees to the primary function/occupational activity categories?**

ANSWER: The Standard Occupational Classification (SOC) codes and categories, which are based on the 1998 revision, are listed in the instructions to aid institutions in their classification of employees by primary function/occupational activity.

QUESTION: **How is the EAP component related to the other employee-related components (Fall Staff and Salaries)?**

ANSWER: All staff reported in the EAP component are to be included in the Fall Staff component in the same occupational activity categories. Those staff reported in the EAP component as full-time (but not in the medical school section) and as either 'Primarily instruction' or 'Instruction combined with research and/or public service' are to be included in the Salaries component. (For additional information on the relationship between EAP and Fall Staff and between EAP and Salaries, please refer to the detailed instructions and edit specifications (including the cross-survey edit specifications) for EAP, Fall Staff, and Salaries.)